

**PROBATE COURT OF CUYAHOGA COUNTY, OHIO**  
**ANTHONY J. RUSSO, PRESIDING JUDGE**  
**LAURA J. GALLAGHER, JUDGE**

**GUIDELINES – E-FILE GUARDIANSHIP OF MINOR**

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## Required Documents for Guardianship of a Minor

**E-Filed Forms MUST BE TYPED, completed fully, signed and dated on lines provided.**

*Application for Appointment of Guardian of Minor ([Form 16.0 and 15.2](#) as one file)*

*Next of Kin of Proposed Ward ([Form 15.0](#))*

*Affidavit (Minor's Residence and Child Custody Proceedings) ([Form 16.1](#))*

Signed by Applicant before a Notary.

*Copy of the minor's birth certificate*

*Affidavit ([Whereabouts of Minor's Parent\(s\) if address is unknown, or father is unknown](#))*

Signed by Applicant before a Notary. Required with any Application when either parent(s)' address is unknown or if there is no person alleged to be father of the proposed minor ward.

## Additional Required Forms (if applicable)

*Selection of Guardian by Minor (for Minors 14 years of age and older) ([Form 16.2](#))*

*Waiver of Notice and Consent ([Form 15.1](#)) (for applicable Next of Kin of the Minor)*

May be E-Filed after a case number is issued but before your Hearing.

## Proceedings Filed with some Guardianships (if applicable)

*Application to Settle a Minor's Claim ([Form 22.0](#)) with Narrative Statement, Proposed Entry ([Form 22.2](#)) and Waivers, as applicable ([Form 22.1](#)).*

*Application to Pay or Deliver the Estate of a Minor ([Forms 16.65 and 16.75](#)).*

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**For more information, contact the Guardianship Department at (216) 443-8995.**

**Please have prepared for your hearing printed copies of ALL documents listed above.**

## Document Preparation and Signatures

Forms downloaded from the Court's web pages are fillable PDFs and **MUST be typed** complete with signatures. Handwritten forms will not be accepted.

**Signatures** on Applications and pleadings may be submitted in the following ways:

- 1) As an ink signature, the signed document then converted to a scanned PDF copy, or
- 2) As an **E-Signature**, formatted by typing **/S/** in front of the **typed name** on signature lines, or
- 3) As an electronically signed or captured signature using software with audit tracking capability (e.g., DocuSign, RightSignature, Adobe Sign).

Note: The audit track is not required with submission for forms or pleadings but must be presented if requested by a hearing officer reviewing the document.

**Exception: Waivers may NOT be submitted using the E-Signature format. See details below.**

## Preparation and Submission of Waivers

Waivers for Guardianship pleadings may be signed and submitted to E-File in the following ways:

- 1) An ink-signed waiver scanned as a PDF copy, or
- 2) Electronically signed PDF waivers, using signature capture software which includes audit tracking capability (e.g., DocuSign, RightSignature, Adobe Sign).

Attach to each electronically signed waiver its audit track in the same PDF file, behind the waiver form.

Waivers submitted without an audit track will be rejected. Electronically signed waivers may be subject to further review by hearing officers.

Whenever possible, please type the party's name below the signature.

## Notification of Filing Status

You will receive an email from the Court indicating your filing has been **Accepted** or **Rejected**. If the filing is **Rejected**, reason for rejection and additional instructions will be sent by email.

Corrected filings may be resubmitted within 72 hours. If you do not correct the rejected filing within 72 hours, you must start the filing again with a new confirmation number.

## Fingerprinting of Applicants for Minor Guardianship of Person

**Applicants for Guardian of the minor's Person must submit their fingerprints for a background and criminal history records check as part of the application procedure.**

There are two ways to submit the fingerprint records:

- 1) Applicants may choose to be fingerprinted at the Clerk's Office at the Probate Court within one week of the accepted E-Filed application receipt date.

Applicants who will be fingerprinted by the Probate Court should bring a valid State ID or driver's license and report to Room 119, First Floor of the Probate Court, at 1 Lakeside Avenue West, Cleveland. No appointment required.

- 2) Alternatively, Applicants may submit to the Guardianship Department staff a copy of a *Criminal History Record Check* document, issued by The Ohio Attorney General's Office within the last eighteen (18) months from the Application for Guardianship submission date.

**Note:** Applicants may have this requirement waived if they have previously submitted fingerprints for a background and criminal history record to the Probate Court for an existing Guardianship case in the last eighteen (18) months.

After your E-Filed Application has been accepted and case number is issued: Contact the Guardianship Department staff for verification at: (216) 443-8974.

If verified, the Guardianship Department staff will docket your recent record check on your new pending Guardianship case.

## Filing Fees

Court costs must be paid at the time of submission, including fees for fingerprinting. All costs for E-Filed cases must be paid by credit card (additional fee applies to credit card transactions).

**Your card will be charged only AFTER your E-Filing has been accepted by the Court. The name on the credit/debit card MUST match the Registered E-File Account Name.**

**Third party payments will NOT be accepted without prior arrangement with E-File staff or E-Firm setup. Attorneys and law firms using third-party or firm-card payments must first have an E-Firm account setup prior to submission of pleadings. See the E-File FAQ for E-Firm setup.**

## Sample Forms

Fill-in all **highlighted areas**. Note: Use "Not Applicable" or "N/A" for items not applicable to your circumstances.

Applicants must indicate on the front of the Application (Form 16.0) which type of guardianship they believe is needed at the time of filing, and if the authority requested is **Non-Limited** or **Limited**.

There are three types of Guardianship for a Minor: **Person**, **Estate**, or both **Person and Estate**.

PROBATE COURT OF CUYAHOGA COUNTY, OHIO			
ANTHONY J. RUSSO, Presiding Judge			
LAURA J. GALLAGHER, Judge			
<b>IN THE MATTER OF THE GUARDIANSHIP OF</b>		Elizabeth Browning	
<b>CASE NO.</b>	Leave this line blank		
<b>APPLICATION FOR APPOINTMENT OF GUARDIAN OF MINOR</b> [R.C. 2111.03(C)]			
Applicant, a resident of <u>Cuyahoga</u> County, Ohio, hereby applies for the appointment of (himself) (herself) or some suitable person as guardian of the following minor and represents that the applicant is not an administrator, executor, or other fiduciary of an estate wherein the minor is interested			
<b>Name of Minor</b>	<b>Age</b>	<b>Date of Birth</b>	<b>Residence or Legal Settlement</b>
Elizabeth Browning	15	01/01/2007	1 Main St., Cleveland, OH 44113
Attached is a list of the next of kin of the minor. (Form 15.0)			
A guardian is necessary because (R.C. 2111.06), <u>The minor's mother will deploy to military service; the minor's father's whereabouts are unknown.</u>			
<b>TYPE OF GUARDIANSHIP APPLIED FOR IS</b>			
<input checked="" type="checkbox"/> non-limited	<input type="checkbox"/> limited	<input type="checkbox"/> person and estate	<input type="checkbox"/> estate only <input checked="" type="checkbox"/> person only
<b>IF THE APPLICATION IS FOR LIMITED GUARDIANSHIP,</b>			
The length (time period) of the guardianship requested is:			
<input checked="" type="checkbox"/> indefinite	<input type="checkbox"/> definite to _____,	20 _____	
The limited powers requested are: _____			
Applicant attaches affidavit pursuant to R.C. 3109.27.			
Applicant represents that grounds exist for the Court to exercise its jurisdiction. (Applies to guardianship of person only. R.C. 3109.22).			
The Applicant has (not) been charged with or convicted of a crime involving theft, physical violence, or sexual, alcohol or substance abuse except as follows (if applicable, state date and place of each charge or each conviction.)			
Not applicable.			
16.0 APPLICATION FOR APPOINTMENT OF GUARDIAN OF MINOR			

**Form 16.0 must be signed. Type "N/A" or "0" (zero) if the minor has no estimated estate.**

(Reverse of Form 16.0)

The whole estate of said minor is estimated as follows:

<b>Personal Property</b> .....	\$	
<b>Real Estate</b> .....	\$	
<b>Annual Rents</b> .....	\$	
<b>Other annual income</b> .....	\$	
<b>Total</b>	\$	

Applicant offers the attached bond in the amount of \$ \_\_\_\_\_

I hereby certify that all the information and statements contained in this application and attached exhibits are correct to the best of my knowledge and belief.

\_\_\_\_\_  
Attorney for Applicant

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City                      State                      Zip

\_\_\_\_\_  
Phone Number (include area code)

\_\_\_\_\_  
Supreme Court Registration Number

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Typed or Printed Name**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City                      State                      Zip**

\_\_\_\_\_  
**Phone Number (include area code)**

**Form 15.0 must be completed, signed, and dated.**

List the minor ward's immediate next of kin, including both parents, with complete names and addresses, and relationship to the Ward. If any party's address is unknown, list "Unknown" on the address line.

If any next of kin of the minor ward are 15 years of age or younger, include the name, relationship, and birthdate of that person on the lines provided and also list the name and address of that minor's parent, guardian, or custodian on the name and address line following that minor's address.

**PROBATE COURT OF CUYAHOGA COUNTY, OHIO**  
ANTHONY J. RUSSO, Presiding Judge  
LAURA J. GALLAGHER, Judge

**IN THE MATTER OF THE GUARDIANSHIP OF** Elizabeth Browning

**CASE NUMBER:** Leave this line blank

**NEXT OF KIN OF PROPOSED WARD**  
(R.C. 2111.04)

(NOTE: Specify age and birthdate of each minor under 16 on the line containing the minor's name. List the name and address of the minor's parent, guardian, or custodian on the name and address line following the minor's address.)

Service Waived	Name	Relationship	Birthdate of Minor
1. <input type="checkbox"/>	Name _____ Address _____	_____	Zip _____
2. <input type="checkbox"/>	Name _____ Address _____	_____	Zip _____
3. <input type="checkbox"/>	Name _____ Address _____	_____	_____
4. <input type="checkbox"/>	Name _____ Address _____	_____	_____
5. <input type="checkbox"/>	Name _____ Address _____	_____	Zip _____
6. <input type="checkbox"/>	Name _____ Address _____	_____	Zip _____
7. <input type="checkbox"/>	Name _____ Address _____	_____	Zip _____
8. <input type="checkbox"/>	Name _____ Address _____	_____	Zip _____
9. <input type="checkbox"/>	Name _____ Address _____	_____	Zip _____
10. <input type="checkbox"/>	Name _____ Address _____	_____	Zip _____

\_\_\_\_\_

**Date** \_\_\_\_\_ **Applicant** \_\_\_\_\_

Form 15.0 - Next of Kin of Proposed Ward 01/09



**Form 16.1 must be completed and then signed by the Applicant before a Notary.**

**PROBATE COURT OF CUYAHOGA COUNTY, OHIO**  
**ANTHONY J. RUSSO, Presiding Judge**  
**LAURA J. GALLAGHER, Judge**

**GUARDIANSHIP OF** Elizabeth Browning

**CASE NUMBER** Leave this line blank

**AFFIDAVIT**  
**[R.C. 3109.27]**

STATE OF OHIO, COUNTY OF CUYAHOGA, ss:

(To be filed only when guardianship of the person of a minor is sought.)

Affiant being first duly sworn, deposes and says:

**1.** That the child's present address, the places where the child has lived within the last five years, and the names and present addresses of the person(s) with whom the child has lived during that period are:

[Blank space for answer to question 1]

**2.** That affiant  has  has not participated as a party, witness, or in any capacity in any litigation concerning the custody of the child(ren) in this or any other state.

**3.** That affiant  has  has no information of any custody proceeding concerning the child(ren) pending in a court of this or any other state.

**4.** That affiant  has  has no knowledge of any person not a party of the proceedings who has physical custody of the child(ren) or claims to have custody or visitation rights with respect to the child(ren).

If **2, 3, or 4** is answered in the affirmative, and the space afforded is insufficient for explanation, please attach and incorporate herein any necessary information.

Affiant realizes that affiant has a continuing duty to inform the Court of any custody proceedings concerning the child(ren) in this or any other state of which affiant obtains information during the pendency of this proceeding.

Applicant must sign here before a Notary

Affiant Signature

Sworn to me before me and subscribed in my presence this      day of                     , 20  .

[Blank line for date]

Date

[Blank line for notary signature]

Notary Public / Deputy Clerk

**Form 15.2 must be signed and dated by the Applicant.**

**PROBATE COURT OF CUYAHOGA COUNTY, OHIO**  
**ANTHONY J. RUSSO, Presiding Judge**  
**LAURA J. GALLAGHER, Judge**

**GUARDIANSHIP OF** Elizabeth Browning

**CASE NUMBER:** Leave this line blank

**FIDUCIARY'S ACCEPTANCE**  
**GUARDIAN**  
**[R.C. 2111.14]**

I, the undersigned, hereby accept the duties which are required of me by law, and such additional duties as are ordered by the Court having jurisdiction.

**AS GUARDIAN OF THE ESTATE, I WILL:**

1. Make and file an inventory of the real and personal estate of the ward within 3 months after my appointment.
2. Deposit funds which come into my hands in a lawful depository located within this state.
3. Invest surplus funds in a lawful manner.
4. Make and file an account biennially, or as directed by the Court.
5. File a final account within 30 days after the guardianship is terminated.
6. Inventory any safe deposit box of the ward.
7. Preserve any and all Wills of the ward as directed by the Court.
8. Expend funds only upon written approval of the Court.
9. Make and file a guardian's report biennially, or as directed by the Court.

**AS GUARDIAN OF THE PERSON, I WILL:**

1. Protect and control the person of my ward, and make all decisions for the ward based upon the best interest of the ward.
2. Provide suitable maintenance for my ward when necessary.
3. Provide such maintenance and education for my ward as the amount of the estate justifies if the ward is a minor and has no parents, or has a parent who fails to maintain or educate the ward.
4. Make and file a guardian's report biennially, or as directed by the Court.
5. Obey all orders and judgments of the Court pertaining to the guardianship.
6. Obtain the written approval of the Court before executing a caretaker power of attorney authorized by R.C. 3109.52.

**If I change my address or the ward's address, I shall immediately notify Probate Court in writing.** I acknowledge that I am subject to removal as such fiduciary if I fail to perform such duties. I also acknowledge that I am subject to possible penalties for improper conversion of the property which I hold as such fiduciary.

Date

Fiduciary

FORM 15.2 - FIDUCIARY'S ACCEPTANCE - GUARDIAN

03/15/2016

## New Guardianship of Minor Setup

**1. AFTER LOGIN: Select File a New Case from the blue E-Filing tab**

Select GUARDIANSHIP

Select one of the following: GDN OF MINOR, ESTATE ONLY  
GDN OF MINOR, PERS. & ESTATE  
GDN OF MINOR, PERSON ONLY

Case Title: **Type the full name of the minor.**

*[Click **Save and Proceed** to advance each screen]*

**2. ADD PARTY MEMBERS:** Information must match the *Application (Form 16.0)*.

Enter all names complete without abbreviations or initials.

The following roles are REQUIRED for *Application for Guardianship of Minor*.

Case Party Role on Web	Application Fields (Form 16.0)
<i>Applicant</i>	<i>Applicant</i>
<i>Ward</i>	<i>Minor</i>

**3. ADD DOCUMENTS:**

**Upload the signed *Application (Forms 16.0 and 15.2)* in one PDF.**

Select the *Application code* that matches the guardian powers requested on Form 16.0 (i.e., for Estate Only, Person and Estate, or Person Only Guardianship).

**Upload separately the signed *Next of Kin of proposed Ward: Form 15.0*.**

- Use code Next of Kin of Proposed Ward from the menu.

**Upload the *Affidavit (of Minor's Residence and Custody): Form 16.1*.**

- Use the Affidavit code from the menu.

**Upload a copy of the *Minor's birth certificate*.**

- Use the Birth Certificate code from the menu.

**Upload separately any *Waivers of Notice and Consent (Form 15.1)*, if applicable.**

- Use the Waivers and Consent code from the menu.

**If the Minor is fourteen years of age and selects the Applicant to be Guardian, upload separately with its own code the *Selection of Minor (Form 16.2)*, if applicable.**

**If either parent's whereabouts are unknown, Applicant must complete an *Affidavit*.**

- Use the code Affidavit from the menu.

4. **FILING REVIEW:** Review your data and documents for accuracy. [EDIT](#) for corrections.
  
5. **PAYMENT: Add Credit or Debit Card billing information:**  
Your card will be charged only **AFTER** your E-Filing has been accepted by the Court.  
The name on the credit/debit card **MUST** match the Registered E-File Account Name.  
Third party payments will **NOT** be accepted without prior arrangement with E-File staff.

**6. Submit the filing on behalf of the APPLICANT**

**Print** a copy of the pending submission **Confirmation** for your records.

# New Guardianship of Minor with Settlement of Minor's Claim Setup

(Minor Settlement with Assets Greater than \$25,000.00)

## 1. AFTER LOGIN: Select File a New Case from the blue E-Filing tab

Select GUARDIANSHIP

Select one of the following: GDN OF MINOR, ESTATE ONLY  
GDN OF MINOR, PERS. & ESTATE

Case Title: Type the full name of the Minor

*[Click **Save and Proceed** to advance each screen]*

## 2. ADD PARTY MEMBERS: Information must match the *Application (Form 16.0)*. Enter all names complete without abbreviations or initials.

The following roles are REQUIRED for *Application for Guardianship of Minor*.

Case Party Role on Web	Application Fields (Form 16.0)
<i>Applicant</i>	<i>Applicant</i>
<i>Ward</i>	<i>Minor</i>

## 3. ADD GUARDIANSHIP DOCUMENTS:

Upload the signed *Application (Forms 16.0 and 15.2)* in one PDF.

Select the *Application code* that matches the guardian powers requested on Form 16.0 (i.e., for Estate Only, Person and Estate, or Person Only Guardianship).

Upload separately the signed *Next of Kin of proposed Ward: Form 15.0*.

- Use code Next of Kin of Proposed Ward from the menu.

Upload the *Affidavit (of Minor's Residence and Custody): Form 16.1*.

- Use the Affidavit code from the menu.

Upload a copy of the *Minor's birth certificate*.

- Use the Birth Certificate code from the menu.

Upload separately any *Waivers of Notice and Consent (Form 15.1)*, if applicable.

- Use the Waivers and Consent code from the menu.

If the Minor is fourteen years of age and selects the Applicant to be Guardian, upload separately with its own code the *Selection of Minor (Form 16.2)*, if applicable.

If either parent's whereabouts are unknown, Applicant must complete an *Affidavit* and upload using the code *Affidavit*.

#### 4. ADD SETTLEMENT DOCUMENTS:

After adding the Guardianship documents, and in the same submission, upload the signed *Application to Settle a Minor's Claim* ([Form 22.0](#)).

- Use the code Application to Settle Minor's Claim.

Include in your Application PDF a **Narrative statement** describing the basis for the minor's claim.

If you cannot add the **Narrative statement to the Settlement Application PDF**, then upload it in the same submission but separately as *Supplemental Documents*.

- Use the code Supplemental Documents.

Upload **additional supporting documents** as separate PDFs using code *Supplemental Documents*:

- Photocopy of Death Certificate(s) of parent(s), if applicable
- Photocopy of the Juvenile Court Judgment Entry designating the Applicant as the minor child's legal custodian, if applicable
- If the settlement will be structured, information regarding the terms of the structure and the rating of the proposed company/institution
- Signed attorney fee agreement, if applicable
- List of lawsuit expenses, if applicable
- List of unreimbursed medical expenses, if applicable
  - If the State of Ohio has a lien, the Applicant must provide the final Medicaid lien.

In the same submission, upload separately the *Proposed Entry* ([Form 22.2](#)).

- Use the code Proposed Order code from the menu.

Then upload any *Waivers and Consents to Settlement* ([Form 22.1](#)), as applicable.

- Use the Waivers and Consent code from the menu.

5. **FILING REVIEW:** Review your data and documents for accuracy. [EDIT](#) for corrections.

6. **PAYMENT: Add Credit or Debit Card billing information:**

Your card will be charged only **AFTER** your E-Filing has been accepted by the Court. The name on the credit/debit card **MUST** match the Registered E-File Account Name. Third party payments will **NOT** be accepted without prior arrangement with E-File staff.

6.Submit the filing on behalf of the **APPLICANT**

**Print** a copy of the pending submission **Confirmation** for your records.

# Application for Settlement of Minor's Claim without Guardian

(Minor Settlement with Assets Less than \$25,000.00)

**1. AFTER LOGIN: Select File a New Case from the blue E-Filing tab**

Select GUARDIANSHIP

Select one of the following: MINOR SETTLEMENT

Case Title: **Type the full name of the Minor**

*[Click **Save and Proceed** to advance each screen]*

**2. ADD PARTY MEMBERS:** Information must match the *Application (Form 22.0)*.

**Enter all names complete without abbreviations or initials.**

Roles REQUIRED for *Application for Settlement of Minor's Claim – No Guardian*:

Case Party Role on Web	Application Fields (Form 16.0)
<i>Applicant</i>	<i>Applicant</i>
<i>Ward</i>	<i>Minor</i>

**3. ADD DOCUMENTS:**

**Upload the signed *Application to Settle a Minor's Claim (Form 22.0)*.**

- Use the code Application to Settle Minor's Claim.

Include in your Application PDF a **Narrative statement** describing the basis for the minor's claim.

**If you cannot add the Narrative statement to the Settlement Application PDF, then upload it in the same submission but separately as *Supplemental Documents*.**

- Use the code Supplemental Documents.

Upload **additional supporting documents** as separate PDFs using code *Supplemental Documents*:

- Photocopy of Death Certificate(s) of parent(s), if applicable
- Photocopy of the Juvenile Court Judgment Entry designating the Applicant as the minor child's legal custodian, if applicable
- If the settlement will be structured, information regarding the terms of the structure and the rating of the proposed company/institution
- Signed attorney fee agreement, if applicable
- List of lawsuit expenses, if applicable
- List of unreimbursed medical expenses, if applicable
  - If the State of Ohio has a lien, the Applicant must provide the final Medicaid lien.

*Continued on Next Page*

**In the same submission, upload separately the *Proposed Entry* ([Form 22.2](#)).**

- Use the code Proposed Order code from the menu.

**Then upload any *Waivers and Consents to Settlement* ([Form 22.1](#)), as applicable.**

- Use the Waivers and Consent code from the menu.

**Upload a copy of the *Minor's birth certificate*.**

- Use the Birth Certificate code from the menu.

If either parent's whereabouts are unknown, Applicant must complete an [Affidavit](#) and upload using the code [Affidavit](#).

**4. FILING REVIEW:** Review your data and documents for accuracy. [EDIT](#) for corrections.

**5. PAYMENT: Add Credit or Debit Card billing information:**

**Your card will be charged only AFTER your E-Filing has been accepted by the Court.**

**The name on the credit/debit card MUST match the Registered E-File Account Name.**

**Third party payments will NOT be accepted without prior arrangement with E-File staff.**

**6. Submit the filing on behalf of the **APPLICANT****

**Print** a copy of the pending submission **Confirmation** for your records.



# Application to Pay or Deliver Estate of a Minor without Guardian (Assets Less than \$25,000.00)

1. **AFTER LOGIN:** **Select File a New Case from the blue E-Filing tab**  
Select GUARDIANSHIP  
Select one of the following: PAY OR DELIVER - MINOR WITHOUT GUARDIAN

Case Title: **Type the full name of the Minor**

*[Click **Save and Proceed** to advance each screen]*

2. **ADD PARTY MEMBERS:** Information must match the *Application (Form 22.0)*.  
**Enter all names complete without abbreviations or initials.**

Roles REQUIRED for *Application for Settlement of Minor's Claim – No Guardian*:

Case Party Role on Web	Application Fields (Form 16.0)
<i>Applicant</i>	<i>Applicant</i>
<i>Ward</i>	<i>Minor</i>

3. **ADD DOCUMENTS:**

**Upload the signed Application (*Forms 16.65 and 16.75*) in one PDF.**

Scan supporting asset documents as one PDF file with the Application as the first page.

**Upload the *Minor's birth certificate* using the available code.**

**If either parent's whereabouts are unknown, Applicant must complete an [Affidavit](#) and upload using the code [Affidavit](#).**

4. **FILING REVIEW:** Review your data and documents for accuracy. [EDIT](#) for corrections.

5. **PAYMENT:** Add Credit or Debit Card billing information:

**Your card will be charged only AFTER your E-Filing has been accepted by the Court.**

**The name on the credit/debit card MUST match the Registered E-File Account Name.**

**Third party payments will NOT be accepted without prior arrangement with E-File staff.**

**6. Submit the filing on behalf of the **APPLICANT****


**Print** a copy of the pending submission **Confirmation** for your records.

## Filing on an Existing Guardianship Case (Steps 1-4)

**E-Filing Tab:** Select *File On An Existing Case*

Search your existing case by **Case Number** or search by **Party** name.

**Search Results** will display in a new window. Click on the [Highlighted Name](#) of your case.

Click the green  to E-File on existing cases.

1. On the **ADD PARTIES** screen (scroll to the bottom of the screen to view case parties):

If you are already Guardian filing Pro Se	
	Click <b>CLAIM PARTY</b> next to your name  Then click <b>SAVE and PROCEED</b> to advance to <b>ADD DOCUMENTS</b>

Non-Guardian Applicants and Next of Kin filing Pro Se	
To <b>ADD</b> yourself as a <b>new Applicant</b>  Note: <b>Next of Kin</b> parties filing to become a successor Guardian must add themselves as Applicant and file on behalf of the Applicant party.	Complete all fields; click <b>SAVE PARTY</b>  Then click <b>SAVE and PROCEED</b> to advance to <b>ADD DOCUMENTS</b>

Attorneys	
To <b>CLAIM</b> an existing party to represent	Click <b>CLAIM PARTY</b> next to the party's name
<i>If your party is already represented and claimed</i>  <i>(Attorney name highlighted above party)</i>	Click <b>SAVE and PROCEED</b> to advance directly to <b>ADD DOCUMENTS</b>

<u>If you are NOT listed as a Guardian on the case</u> (but think you should be)	<b>STOP!</b> Contact the E-File Help Desk at <b>(216) 443-8948</b> for assistance
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2. **ADD DOCUMENTS: Upload your Application/Motion or other pleadings.**

See pages 20 – 24 for detailed guidelines for Inventories, Accounts, Reports, and other common required pleadings on existing guardianship cases.

Forms **MUST be typed** complete with ink signature or **E-Signature** of parties and attorneys.

**Next of kin and all other successor applicants (applying after a guardian was appointed but has been removed, resigned, or has died) should use one of the following successor application codes:**

- Application to Appoint Successor Guardian of Minor – Estate only
- Application to Appoint Successor Guardian of Minor – Person & Estate
- Application to Appoint Successor Guardian of Minor – Person only

3. **FILING REVIEW:** Review your data and documents for accuracy. [EDIT](#) for corrections.

4. **PAYMENT:** Add Credit or Debit Card billing information:

Your card will be charged only **AFTER** your E-Filing has been accepted by the Court. The name on the credit/debit card **MUST** match the Registered E-File Account Name. Third party payments will **NOT** be accepted without prior arrangement with E-File staff.

<b>Existing Guardians</b>	File on behalf of yourself as <b>Guardian</b>
<b>New Applicants</b>	File on behalf of yourself as <b>Applicant</b> (DO NOT file as Next-of-Kin, Other, etc.)
<b>Attorneys</b>	File on behalf of your client guardian, applicant, or party

**Print** a copy of the pending submission **Confirmation** for your records.

You will receive an email from the Court indicating your filing has been **Accepted** or **Rejected**.

If the filing is **Rejected**, you will receive notification of the reason for rejection by email. Corrected filings may be resubmitted within 72 hours. If you do not correct the rejected filing within 72 hours, you must start the filing again with a new confirmation number.

**For assistance with E-Filing, contact the E-File Help Desk at (216) 443-8948.**

**For Guardianship information, contact the Guardianship Dept. at (216) 443-8995.**

## Common Filings on Existing Guardianship Cases

Below are instructions to assist users with uploading groups of filings to increase efficiency in the review process and provide clarity on the Court's electronic docket.

**Whenever possible, select codes provided for pleadings on the ADD DOCUMENTS screen.** Contact the E-File Help Desk for further assistance or general questions about E-Filing.

All other questions should be directed to the Guardianship department at (216) 443-8995.

### [Waivers of Notice and Consent \(Form 15.1\)](#)

- [Form 15.1](#) - **Waivers must be submitted before the hearing on the Application to become Guardian.** Upload using the code **WAIVERS AND CONSENTS**. See signature instructions on page 3. Multiple Waivers may be uploaded individually but sent together in the same confirmation submission.

### [Guardian's Inventory \(Form 15.5\) \(See the Inventory Help Guide for assistance\)](#)

- Upload the signed and completed **Guardian's Inventory** ([Form 15.5](#))

The Guardian **MUST** sign the form.

The Ward's assets must be listed on the guardian's inventory or an attached spreadsheet. Values of listed assets must be exact (do not round up or down).

- List business and financial institutions by name and full account numbers.
- List insurance policies, bonds, and similar assets by name including policy or account numbers, stock shares by name, number of shares, and value.
- Upload any additional supporting documentation of specific assets using the code Supplemental Document from the menu.

Submit Form 15.5 and any attached **Supplemental Documents** and/or **Form 45D** under the same confirmation number.

Note: Guardians must list complete account numbers and other asset identifiers on the Inventory. If listing partial identifiers on Form 15.5, upload separately a **Confidential Disclosure of Personal Identifiers** ([Form 45D](#)) using the code for this form, sent in the same submission as the Inventory.

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## [Guardian's Account \(See the Accounts Help Guide for assistance\)](#)

\*Accounts may be rejected if unpaid costs are owed on the case  
Contact the **Clerk's Office** at **(216) 443-8786** to inquire about payment.

**Submit the following documents as individual PDFs, using the available codes in the menu and instructions below.**

### **SEND ACCOUNTING UPLOADS TOGETHER UNDER ONE CONFIRMATION SUBMISSION.**

- Upload the Account [Form 15.8 front and reverse](#) (signed by Guardian of the Estate).  
Choose Docket Code: **GUARDIAN'S PARTIAL** or **GUARDIAN'S FINAL ACCOUNT**.
- Upload any spreadsheets or handwritten accounting sheets as one PDF file using code **ADDITIONAL PAGES OF ACCOUNTING**.
- Upload any Computation of Guardian Fees using code **SUPPLEMENTAL DOCUMENTS**.
- Upload a **Confidential Disclosure of Personal Identifiers** ([Form 45D](#)) as needed.
- For **Final Guardian's Account**: Upload the **Certificate of Service of Account** ([Form 13.9](#)) if applicable. (Not required for a Partial Guardian's Account.)

## [Application to Pay or Deliver the Estate of a Minor without Appointment of Guardian of Estate \(Form 16.65 and 16.75\)](#)

- If there is no existing Guardianship of the Minor's Person, and if assets of the Minor are less than \$25,000.00 – Follow setup on page15.
- If there is an existing Guardian of the Minor's Person but not Estate, and if assets of the Minor are less than \$25,000.00 – [See separate guideline](#).

Note: If the Minor's assets for distribution are greater than \$25,000.00 – Assets must be distributed by a Guardian of the Minor's Estate.

## [Application to Expend Funds \(Form 15.7\)](#)

- [Follow the link](#) to see separate guidelines for submitting this filing. Guardians should upload the Application (Form 15.7) with copies of invoices, as per the guidelines linked above, or with additional explanation, documentation, or estimates as needed.
- Upload a **Confidential Disclosure of Personal Identifiers** ([Form 45D](#)) as needed.

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## Application to Release Funds Upon Emancipation – No Guardianship

- Upload the [Application](#) and file on behalf of an adult Applicant.  
Note: **Applicant must be the beneficiary minor who has achieved the age of eighteen years** or a guardian who has filed an Application to Pay or Deliver the Estate of a Minor.
- Upload a **Confidential Disclosure of Personal Identifiers** ([Form 45D](#)) as needed.

## Application to Settle a Minor’s Claim (Form 22.0, 22.1, 22.2, Affidavit)

- If filing with a new Guardianship of Estate, see forms and setup on pages 13 – 14.
- If filing within an existing Minor Guardianship, file the following under the existing case number:

### **Upload the signed [Application to Settle a Minor’s Claim \(Form 22.0\)](#).**

- Use the code Application to Settle Minor’s Claim. Include in your Application PDF a **Narrative statement** describing the basis for the minor’s claim.

### **If you cannot add the Narrative statement to the Settlement Application PDF, then upload it in the same submission but separately as [Supplemental Documents](#).**

- Use the code Supplemental Documents.

Upload **additional supporting documents** as separate PDFs using code *Supplemental Documents*:

- Photocopy of Death Certificate(s) of parent(s), if applicable
- Photocopy of the Juvenile Court Judgment Entry designating the Applicant as the minor child’s legal custodian, if applicable
- If the settlement will be structured, information regarding the terms of the structure and the rating of the proposed company/institution
- Signed attorney fee agreement, if applicable
- List of lawsuit expenses, if applicable
- List of unreimbursed medical expenses, if applicable
  - If the State of Ohio has a lien, the Applicant must provide the final Medicaid lien.

### **In the same submission, upload separately the [Proposed Entry \(Form 22.2\)](#).**

- Select the Proposed Order code from the menu.

### **Then upload any [Waivers and Consents to Settlement \(Form 22.1\)](#), if applicable.**

- Select the Waivers and Consent code from the menu.

**If either parent’s whereabouts are unknown, Applicant must complete an [Affidavit](#) and upload using the code [Affidavit](#).**

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## Motions to Amend/Correct Forms on the Existing Court Docket

- Attach the corrected form to your **MOTION** in one PDF file. (e.g., Next of Kin Form 15.0)
- Upload the entry page PDF separately using code **PROPOSED ORDER**.

## Notice of Death of Guardian

- Upload a Notice with case number and names and attach a copy of the Guardian's death certificate to the Notice, in the same PDF. Upload as a **NOTICE**.

## Other Motions and Pleadings

- Attach the **MOTION** PDF file using dedicated motion codes available in the upload menu.
- Upload the entry page PDF separately using code **PROPOSED ORDER**.

## Proposed Orders and Agreed Judgment Entries

- Upload the entry page PDF using code **PROPOSED ORDER**.

## Verification of Receipt and Deposit (Form 22.3 for Minors)

- If ordered by the Court, upload the signed Verification ([Form 22.3](#)) and attach any supporting documents, as applicable, as one PDF with the Verification as the first page. Select the matching **VERIFICATION OF RECEIPT AND DEPOSIT** code from the menu.

## Report of Distribution of Minor's Claim (Form 22.4)

- Upload the signed and numbered Report ([Form 22.4](#)) and supporting documents in one PDF with the Report as the first page. (Include copies of receipts, checks, or other records in support of distributions made.) Select the **REPORT OF DISTRIBUTION OF MINOR'S CLAIM** code from the menu. File on behalf of the Guardian of the Estate.

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## Resignation of Guardian Letter

There is no standard form for this action. Guardians may E-File their signed resignation and upload the PDF using the appropriate available codes in the document selection menu:

- GUARDIAN'S LETTER OF RESIGNATION OVER ESTATE ONLY
- GUARDIAN'S LETTER OF RESIGNATION OF PERSON & ESTATE
- GUARDIAN'S LETTER OF RESIGNATION OF PERSON ONLY
- GUARDIAN'S LETTER OF RESIGNATION OVER PERSON ONLY. GUARDIAN OF ESTATE TO CONTINUE.

## Successor Application to Appoint Guardian of Minor

- Upload all the same forms required for new Guardianship of Minor cases (pages 11-12) but include the existing case number on each form. Select the APPLICATION TO APPOINT SUCCESSOR GUARDIAN OF MINOR code that matches the powers of guardian you seek, available from the existing case document menu on the E-File Add Documents screen. On the Payment screen, file on behalf of the Applicant party role. **See additional setup instructions for filing on existing cases beginning on page 16.**
- Applicants for Successor Guardian of the minor's Person must submit their fingerprints for a background and criminal history records check as part of the application procedure. **See page 4 of this guide for instructions.**

## Guardian's Original or Additional Bonds (CANNOT BE E-FILED)

- File in person or by mail. For mailed bonds: attach a cover-letter with contact information and your case number, include the ink-signed original/additional bond with the bond agent's power of attorney attached, and mail to:

Probate Court Clerk's Office, Room 119, 1 Lakeside Ave., Cleveland, Ohio, 44113.

**Questions about uploading documents?**

**Uncertain about an instruction in your Rejection email?**

**Email the E-File Help Desk at [probate\\_efile@cuyahogacounty.us](mailto:probate_efile@cuyahogacounty.us)**